



October 2002

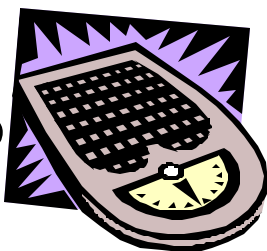
FrontLine Employee

A newsletter from the Employee Advisory Service (EAS)

Call EAS: Olympia (360) 753-3260 Seattle (206) 281-6315 Spokane (509) 482-3686

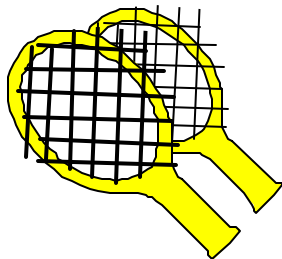
Web: <http://hr.dop.wa.gov/eas.html>

Better to Go Bariatric?



Jumping onto the latest fad diet could put you at risk if you have medical problems that haven't been diagnosed, according to Denise Bruner, M.D., president of the American Society of Bariatric Physicians. Bariatric physicians specialize in weight loss and offer a comprehensive, medically supervised program to treat overweight persons, obesity and associated conditions. This treatment can include appropriate medication management. "Persons who are truly obese often have other medical problems accompanying their obesity," says Bruner. "We frequently see type 2 (adult onset) diabetes, high blood pressure, cardiovascular disease, osteoarthritis and other potentially serious medical conditions in our obese patients." Like planning for an exercise program, see a physician before starting a diet program.

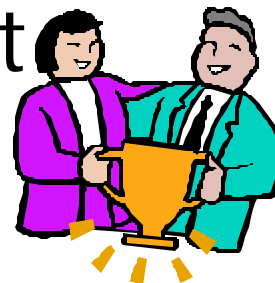
Just Do It Twice!



The National Academy of Sciences now says the 1996 U.S. Surgeon General's recommendation that people get 30 minutes of exercise four days per week is not adequate for adults who fall within the normal ranges for their height and weight. To promote health and maintain their weight, at least one hour of intense physical activity or exercise per day is necessary — the new definition of an "active adult."

Employees Ask About EAS

"What About My Career?"



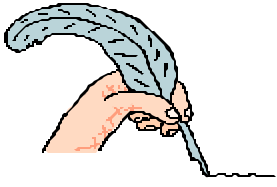
Q. If I go to the Employee Advisory Service, will it negatively affect my job or career?

A. No. Organizations that establish employee assistance programs (EAPs) make commitments to their employees that prohibit negative effects on employee's career or job solely for participating. This is fundamental to an EAP's success. This prohibition includes adversely affecting promotional opportunities, job security, advancement, performance evaluations, assignments, or other factors that affect financial or position status.

Preparing for Reductions



Few experiences are as stressful as losing your position due to a RIF. Since the future is unpredictable, the best advice is to take steps to prepare yourself for such a possibility. Here's how: 1) Decide to be proactive. Have a plan that can reduce the panic and fear of job loss. Discuss this plan with your family. Just like a fire escape plan—know what you will do. 2) Know where to find job search and career planning resources. (EAS can help.) 3) Keep your resume up-to-date. If job loss strikes, the faster you can roll out your resume the better. 4) Stay close to a network of people who know the current job market. 5) Keep balance in your life when a possible job layoff looms. Avoid a full-time focus on worry and fear that a possible layoff can produce. 6) If a job loss occurs, avoid delays in seeking work, even if you are given a severance or others give financial help.



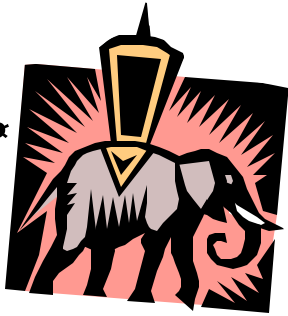
THE Write STUFF

Still another way to address stress in trying times can be as simple as writing it down. Pull out a tablet and journal your thoughts. It's amazing to see how much clarity you can gain when you put your thoughts on paper. One reader said, *"As an employee currently going through a RIF, I have found journaling to be the single most important outlet for my frustrations, anxiety and anger."*

Remember, when cumulative stress seems to overwhelm, this may be a great time to call EAS. There may be some ideas you haven't considered and this free, confidential service is available for YOU.

BOXED IN!

Managing Commuter Stress



Learn the four "S's" of commuter stress management: 1) *See* other drivers as equals. They are not out to get you. 2) *Share* the ride to make the time pass more quickly. 3) *Switch* the focus away from the stress. Listen to music or books on tape that you have been eager to hear. 4) *Succeed* by maximizing your use of "free time." Use your CD/tape player to learn a foreign language, work on self-improvement, focus on your goals, or improve your spirituality. The secret is turning an intolerable commute into an everyday opportunity. Just remember one important rule: Pay attention to your driving. If something is distracting, don't do it.

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Scams That Aren't



Be cautious about services hyped at after-hours hotel seminars promising you business success. Skilled (and well-heeled) speakers talk many attendees into signing complicated and unchangeable lease agreements for products to support their web business "success." The agreements are legal, but thousands of business hopefuls have been stuck with monthly debits to their checking accounts for years. Try to cancel and you may be sued and your credit ruined. Many of these web-related services are "virtual." You never see what you bought. It's like having an invisible leased car you never drive and can't sell.

When You Stand Corrected



No matter how well you do your job, chances are you will have a corrective interview between you and your

supervisor at least once in your work history. Consider these five tips on managing corrective interviews like a champ.

■ **Trust your ability to succeed.** Being corrected isn't pleasant, but if you have a successful track record, a corrective interview can't take that away. Use this knowledge to detach from feelings of dread so you can focus on what management has to say.

■ **Remain calm.** Listen and keep notes. You don't have to refute everything you disagree with now. Consider a second appointment to raise concerns, or compose a memo to tactfully refute points raised in the meeting. Don't try to take control of the interview away from your supervisor in a fit of emotion.

■ **Accept reality.** Corrective interviews are management tools, not disciplinary actions. They happen, and mostly for good reasons. Try to understand management's perspective, even if you disagree. Don't attack a supervisor for correcting your performance. Don't hesitate to ask for clarification on what you don't understand.

■ **Supervisors don't enjoy corrective interviews.** Understanding that your supervisor does not take pleasure in correcting your performance can help you avoid feeling "picked on."

■ **If they're right, they're right.** It is possible to leave a corrective interview thanking your supervisor for feedback. Affirm your intent to perform. Add your own suggestions. Cooperation demonstrates professionalism, and it will be remembered. It might also be reflected in your annual performance evaluation.